

DRAFT

The Honorable Elmer B. Staats  
Comptroller General of the United States  
Washington, D. C. 20548

Dear Mr. Staats:

I am submitting for your consideration a financial records retirement program which, subject to your approval as authorized under 44 U.S.C. 374 (1964), would be adopted by this Agency. A retirement schedule for the particular records involved is set out in the enclosure. It is generally patterned after the schedule applicable to the retirement of financial records by executive departments and agencies of Government, particularly as to identification of categories of documents and the application thereto of appropriate records retention periods.

Under the terms of this proposal, the Agency would, after conducting its own audit of accounts, effect the disposition of the related financial records pursuant to the enclosed retirement schedule.

I am of the opinion that this Agency program would adequately protect the interests of the Government while contributing toward a savings in terms of storage and manpower costs.

Your approval is requested.

Sincerely,

Richard Helms  
Director